

Request to Increase Capital Budget Dollars

Effective October 1, 2015 (Resolution # 15-2922), the City Administrator and Council President must pre-approve all increases of capital budget dollars prior to expenditure of funds or submission to council. After the City Administrator and Council President give approval, the request must go to council approval prior to the expenditure of funds. Form must be provided to City Clerk, so she can obtain signatures at the council meeting.

Instructions:

Complete items below and submit to the City Administrator and Council President. Once the request is approved, a Resolution must be submitted in Legistar requesting the Mayor and Council to amend the budget.

Department Head

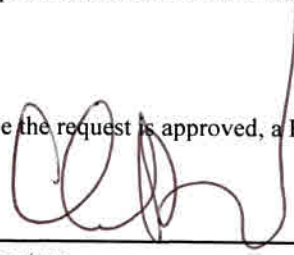
Chad Christian

Department

Engineering

Budget Category

Capital


Signature

Date Submitted

April 12, 2022

If Personnel Accounts, Approval from Human Resources Director is required.

N/A

Signature & Date

Reason for Increase:

GMC submitted a proposal for CE&I Professional Services in the amount of \$245,000. They will provide construction engineering and inspection services for the duration of the project. These services will include the ADEM monitoring, daily site visits when construction activities are occurring, submittal review, weekly reports to the City during the construction phase of the project, keep a record of material quantities used on the project, processing of monthly pay estimates, and represent the City in helping to resolve disputes with the Contractor. At the end of the job GMC will provide a punch list to the Contractor, coordinate completion of this punch list with the Contractor and provide the City with a set of record drawings and CAD files for our use.

Amounts of Funds Needed	Account Number & Name	Account Name
<u>\$245,000</u>	<u>400-3020-5141 R42</u>	<u>Juniper St S Ext</u>
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Approval by City Administrator

Signature

Date

Approval by Council President

Signature

Date

Finance Department Use Only:

Budget Adjustment Posted:

Resolution #

Signature

Date

***** THIS COMPLETED DOCUMENT MUST BE ATTACHED TO AGENDA REQUEST IN
LEGISTAR *****